



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

DEC 29 2014

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

1/29/15

## Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Board of County Commissioners/The Telecommunications Division

8630

(Local government entity)

(Unit)

  
(Signature of responsible official)
Stephen Rabolt  
(Name)County Administrator  
(Title)12/10/14  
(Date)

## Section B: Records Commission

Clermont County Records Commission

(513) 735-8660

Records Commission

(Telephone number)

289 East Main Street  
(Address)Batavia  
(City)45103  
(Zip code)Clermont  
(County)

To have this form returned to the Records Commission electronically, include an email address:

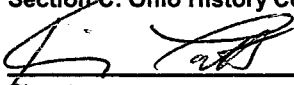
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

  
Records Commission Chair Signature

12-22-14

Date

## Section C: Ohio History Connection - State Archives

  
Signature
Government Records Archivist  
Title12/31/2014  
Date

## Section D: Auditor of State

  
Signature
1-23-15  
Date

**Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form**

**Section E: RECORDS RETENTION SCHEDULE (RC-2)***See instructions before completing this form.***Clermont County TTD****8630**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
8630-01	Annual Budget Budget Preparation Paperwork	5 years	Paper/Electronic		<input type="checkbox"/>
8630-02	Annual Reports Unit Plans of Work (UPW) Annual Plans of Work (APW)	3 years	Paper/Electronic		<input type="checkbox"/>
8630-03	Bids - (Unsuccessful) Proposals - (Unsuccessful) Request for Qualifications (RFQ) Request for Bid (RFB)	2 years after Board Action	Paper/Electronic		<input type="checkbox"/>
8630-04	Charge Back Invoices (Copies) - For departmental telephone maintenance/services (TTD's accounts receivables). Records used to document requests for technical assistance and responses to these requests as well as to collect information on the user of computer equipment for program delivery, security, or other purposes	2 years	Paper/Electronic		<input type="checkbox"/>
8630-05	Computer Usage Files - Electronic files or automated logs created to monitor computer systems usage including but not limited to log- in files, system usage files, data entry logs, Internet access and records of individual computer program usage	Until no longer of administrative value to agency	Electronic		<input type="checkbox"/>
8630-06	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
8630-07	Data Processing Disaster Preparedness and Recovery Plans - Records relating to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster - Current plan only	Until superseded by a revised plan	Paper/Electronic		<input type="checkbox"/>
8630-08	Data Processing Operating Procedures - Procedures for the operation of computer equipment, production control, tape library, system backup, applications and other aspects of data processing operations	Until superseded, obsolete or upgraded	Paper/Electronic		<input type="checkbox"/>

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(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
8630-09	Data Processing Policies - Records of data processing policies including those covering access and security, system development, data retention and disposition and data ownership - Current plan only	Until superseded, obsolete or replaced.	Paper/Electronic		<input type="checkbox"/>
8630-10	Electronic & Manual Records, Copies - Used to calculate costs occurred and bill departments for services	2 years	Paper/Electronic		<input type="checkbox"/>
8630-11	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>
8630-12	Expense Records - Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years or maintain in Auditor's Accounting System	Paper/Electronic		<input type="checkbox"/>
8630-13	Call Usage Reports - Summary reports and other records created to document usage for reporting or other purposes.	1 year	Paper/Electronic		<input type="checkbox"/>
8630-14	Pay Ins to Treasury Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
8630-15	Payroll Worksheets - Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic		<input type="checkbox"/>
8630-16	Personnel Files - Copies	90 days - Original kept at Human Resources	Paper/Electronic		<input type="checkbox"/>
8630-17	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
8630-18	PBX Backup Files - Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.	Daily Backup - 1 day Monthly Backup - 30 days	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
8630-19	Telephone Call Detail Records (Telemate)	2 years	Paper/Electronic		<input type="checkbox"/>
8630-20	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
8630-21	Call Data System Files (Telemate)	1 year	Paper/Electronic		<input type="checkbox"/>
8630-22	Avaya Aura Messaging System Files	Daily – 1 day Monthly – 30 days Quarterly – 90 days	Electronic		<input type="checkbox"/>

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